CHECKLIST FOR APPLICATION PACKAGE FOR NON-PRICING CHILD CARE INSTITUTION

Form or Document	Requirement	Is Form or Document Enclosed? (Yes or No)
HS-1965A Application Form	Must be completed and enclosed with your application package **only** if your institution will participate in the CACFP with two or more feeding sites	
Outside Employment Policy	Must be included with application package **only** if HS-1965A application form is completed	
HS-1964A Application Form	Must be completed for each feeding site that will participate in the CACFP	
Budget for Institution with Two or More Feeding Sites	If two or more feeding sites will participate, the budget attached to the HS-1965A Application Form must be completed	
Budget for Institution with Only One Feeding Site	If only one feeding site will participate, the budget attached to the HS-1964A Application Form must be completed	
Documentation of Child Care License	Must provide a copy of current license to provide child care for each feeding site to participate in the CACFP	
Income Eligibility Application for Free and Reduced-Price Meals	Must use sample application form or submit another form for DHS approval	
Income Eligibility Guidelines for Reduced Price Meals	Must be attached to the parent or household letter	
Income Eligibility Guidelines for Free and Reduced Price Meals	Must be attached to the public news release and used in determining a child's free or reduced-price meal eligibility	
Parent or Household Letter	Must use sample letter or submit another letter for DHS approval	
Documentation of Federal Income Tax Exemption from Internal Revenue Service (IRS)	Must submit a copy of letter from IRS if institution is private non-profit	
Documentation for Church Affiliated Applicant	Must submit letter from the Chairman of the Governing Board or Pastor which authorizes CACFP application, and a copy of letter for state sales tax exemption for church	
Documentation of Approval to Submit Application for Public or Private Non-Profit Institution	Must submit copy of minutes of Board meeting in which CACFP application was approved (state colleges and universities are exempt from this requirement)	
Documentation of CACFP Eligibility of Proprietary (For Profit) Institution	Must attach copy of the most recent Enrollment/Attendance Verification to the DHS **OR** copies of Child Care Certificates for at least 25% of center's enrollment, **OR** copies of completed income eligibility applications for free or reduced-price participants.	
Documentation of Financial Viability	Except for Public (Governmental) Agencies, must submit at least one of four documents identified by HS-1965A and/or HS-1964A	
Documentation of Management Controls for Program Accountability	Except for Public (Governmental) Agencies, must complete the **Sample Form to Document Required Management Controls** and return it with application	

Checklist Completed By: _____   _____

Name of Institution Official   Date